

Xello's WRL partner portal

Establish yourself and your company as a local community business partner.

Students in your area want to learn more about the workplace and Xello can help. Xello offers a platform for students and educators to explore the world of work through a variety of work-related learning opportunities. Including:

Opportunities for students:

- Job shadowing
- Internships
- Apprenticeships
- Part-time work

Opportunities facilitated by educators:

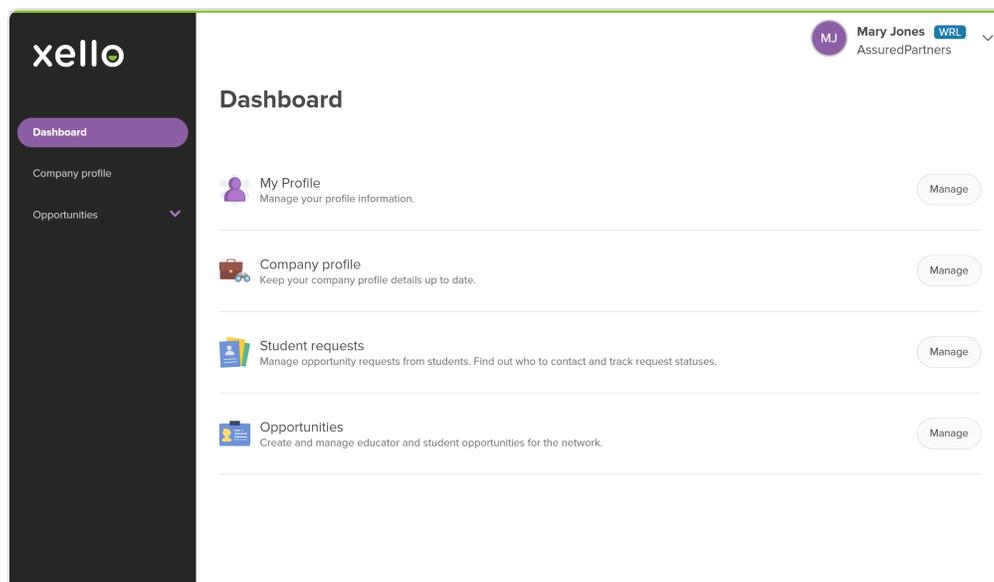
- Career/business guest speaking
- Career fair
- Workplace tours
- Employer mentoring

With Xello, you and your team can easily share information and documents with the school's educator team. It makes communication and record keeping for these opportunities easy and accessible.

Setting up your Xello account

Once you're ready to become a contact, the WRL Administrator or Coordinator will add your company's basic details and contact information. You'll get an email from noreply@xello.co.uk to help you create your login credentials. You'll also receive a link to the login page: login.xello.co.uk. It's a good idea to bookmark this page for easy access in the future.

Your Xello Dashboard



My Profile

Verify or update the information the Administrator entered for you. If you need to update your email address, contact the Administrator, or reach out to our Client Solutions team at help@cascaid.co.uk.

The screenshot shows the 'MY PROFILE' page. On the left is a navigation menu with 'Dashboard', 'Company profile', and 'Opportunities'. The main content area has the following fields: 'First name (required)' with 'Mary', 'Last name (required)' with 'Jones', 'Email address (read only)' with 'maryjones@assuredpartners.com', 'Account access' with an 'Update Password' button, 'Phone number' with '(23) 123-1234', 'Job title' with 'Human Resources Coordinator', and 'Company' with 'AssuredPartners'. A user profile header at the top right shows 'Mary Jones WRL AssuredPartners'.

Company profile

This is your opportunity to make your company profile stand out! Add your logo for immediate impact. Enter a description to tell the story of your company, explain what you're offering, and let students and educators know what you are looking for.

The screenshot shows the 'Company profile' page. On the left is a navigation menu with 'Dashboard', 'Company profile', and 'Opportunities'. The main content area has the following fields: 'Company name (required)' with 'AssuredPartners', 'Website' with 'https://www.apwebsite.com/', 'Company size' with '51-200 employees', and a 'Description' field with a rich text editor. The description text is: 'Although AssuredPartners is ranked as one of the largest independent insurance agencies, it is our ranking with each individual customer that matters most. When you work with us, you can be sure that we will deliver on this customer-focused promise. The AssuredPartners promises to: > Conduct business in an honest and ethical manner'. A company logo for 'AssuredPartners' is shown at the top. A user profile header at the top right shows 'Mary Jones WRL AssuredPartners'.

You can also add career profiles to this page. This will help students understand the different roles people play in your organisation. There are over 600 career profiles in Xello. These pages give students information about careers, such as:

- Working conditions
- Responsibilities
- How to get started
- Pathways that could lead to the career
- Future prospects

The screenshot shows the 'Careers' page. On the left is a navigation menu with 'Dashboard', 'Company profile', and 'Opportunities'. The main content area has a search bar 'Search for careers and add to company' and a list of career profiles. Each profile has a 'Remove' button. The user profile header at the top right shows 'Mary Jones WRL AssuredPartners'.

All opportunities

View all the opportunities your business offers and add new ones as they become available. Make sure to include the name and type of opportunity, along with where it is and what it pays. Once you add an opportunity, the Administrator or Coordinator will review and publish it for students and educators to check out.



Note: If you need to change the opportunity, such as updating the availability status, contact the WRL Administrator or Coordinator.

The screenshot shows the 'Add opportunity' form in the Xello portal. The form is titled 'Add opportunity' and is located under the 'All opportunities' section. It includes a 'Dismiss' button, a 'Dismiss' button, and a 'Dismiss' button. The form is titled 'Add opportunity' and is located under the 'All opportunities' section. It includes a 'Dismiss' button, a 'Dismiss' button, and a 'Dismiss' button.

Requests

Check out which students have asked to join your opportunities and the status of their requests. Click on their name to view their profile. If they've been hired, use their profile to upload relevant documents such as:

- Timesheets
- Work and safety logs
- Weekly training outcomes

You can also change a student's status for them. Select the checkbox next to their name and click **Change status**. It's a good idea to check in with your WRL team to confirm best practice when updating a student's status.

The screenshot shows the 'Requests' table in the Xello portal. The table has columns for Name, Type, Opportunity, Career cluster, Tag, Last activity, Request status, and Total hours. There are four rows of data.

Name	Type	Opportunity	Career cluster	Tag	Last activity	Request status	Total hours
Valentina Anderson	Internship	Sales Executive Intern	-	Sales	31 Dec, 2024	Application submitted	-
Francis Davis	Internship	Intern as a Tech Support Assistant	-	HR	12 Dec, 2024	Setup underway	-
Lauren Garcia	Job Shadow	Shadow an Agent	Marketing	-	9 Dec, 2024	Hired/Selected	5 h, 0 m
Uma Erickson	Internship	Intern as a Tech Support Assistant	Marketing	HR	15 Nov, 2024	Completed	12 h, 30 m